

State of Alaska
FY2014 Governor's Operating Budget

Department of Labor and Workforce Development
Management Services
Component Budget Summary

Component: Management Services

Contribution to Department's Mission

The Management Services component contributes to the department's mission by providing efficient and effective administrative services in support of the department's programs.

Core Services

- Financial Support Services.
- Budget Planning, Monitoring and Reporting.
- Procurement and Office Space Management.

Major Component Accomplishments in 2012

During FY2012, the Management Services component:

- Met all federal deliverables and reporting requirements.
- Provided oversight of major renovation projects within the department's leased buildings.
- Increased training to the department's operating divisions.

Key Component Challenges

The key challenges facing the Management Services component include:

- Managing the move of approximately 560 employees between and within five different leased facilities. These moves are related to occupying newly solicited leased office space and to accommodate renovations within existing leased space.
- Providing financial management oversight and assistance to other divisions as they adapt to federal funding declines combined with increased operating costs.

Significant Changes in Results to be Delivered in FY2014

No significant changes in results to be delivered are anticipated.

Statutory and Regulatory Authority

Federal Authority:

| | |
|--------------------|---|
| 20 CFR part 601 | Employment & Training Administrative Procedures |
| 29 CFR part 97 | Department of Labor Grants Administration |
| 31 CFR part 205 | Money & Finance – Fund Transfers |
| OMB Circular A-087 | Cost Principals for State Government |
| OMB Circular A-102 | Administrative Principals for State Government |
| OMB Circular A-133 | Audit Principals for State Government |

Statutory Authority:

| | |
|---------------------|-------------------------------------|
| AS 23.05.010 - .130 | Department of Labor, Administration |
| AS 23.20.005 - .278 | Alaska Employment Security Act |

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**Management Services
Component Financial Summary**

All dollars shown in thousands

| | FY2012 Actuals | FY2013 Management Plan | FY2014 Governor |
|--------------------------------|-----------------------|-----------------------------------|------------------------|
| Non-Formula Program: | | | |
| Component Expenditures: | | | |
| 71000 Personal Services | 2,724.7 | 3,236.2 | 3,236.9 |
| 72000 Travel | 14.6 | 12.5 | 12.5 |
| 73000 Services | 290.0 | 419.0 | 484.0 |
| 74000 Commodities | 54.5 | 56.7 | 56.7 |
| 75000 Capital Outlay | 0.0 | 10.0 | 10.0 |
| 77000 Grants, Benefits | 0.0 | 0.0 | 0.0 |
| 78000 Miscellaneous | 0.0 | 0.0 | 0.0 |
| Expenditure Totals | 3,083.8 | 3,734.4 | 3,800.1 |
| Funding Sources: | | | |
| 1002 Federal Receipts | 2,208.1 | 2,407.6 | 2,408.1 |
| 1003 General Fund Match | 193.8 | 211.6 | 211.6 |
| 1004 General Fund Receipts | 0.0 | 0.0 | 65.0 |
| 1007 Interagency Receipts | 681.9 | 1,115.2 | 1,115.4 |
| Funding Totals | 3,083.8 | 3,734.4 | 3,800.1 |

Estimated Revenue Collections

| Description | Master Revenue Account | FY2012 Actuals | FY2013 Management Plan | FY2014 Governor |
|---------------------------------|---------------------------------------|-----------------------|-----------------------------------|------------------------|
| Unrestricted Revenues | | | | |
| None. | | 0.0 | 0.0 | 0.0 |
| Unrestricted Total | | 0.0 | 0.0 | 0.0 |
| Restricted Revenues | | | | |
| Federal Receipts | 51010 | 2,208.1 | 2,407.6 | 2,408.1 |
| Interagency Receipts | 51015 | 681.9 | 1,115.2 | 1,115.4 |
| Restricted Total | | 2,890.0 | 3,522.8 | 3,523.5 |
| Total Estimated Revenues | | 2,890.0 | 3,522.8 | 3,523.5 |

**Summary of Component Budget Changes
From FY2013 Management Plan to FY2014 Governor**

All dollars shown in thousands

| | <u>Unrestricted Gen (UGF)</u> | <u>Designated Gen (DGF)</u> | <u>Other Funds</u> | <u>Federal Funds</u> | <u>Total Funds</u> |
|--|-----------------------------------|---------------------------------|--------------------|--------------------------|--------------------|
| FY2013 Management Plan | 211.6 | 0.0 | 1,115.2 | 2,407.6 | 3,734.4 |
| Adjustments which will continue current level of service: | | | | | |
| -FY2014 Salary and Health Insurance Increases | 0.0 | 0.0 | 0.2 | 0.5 | 0.7 |
| Proposed budget increases: | | | | | |
| -Department of Administration Core Services Rates | 65.0 | 0.0 | 0.0 | 0.0 | 65.0 |
| FY2014 Governor | 276.6 | 0.0 | 1,115.4 | 2,408.1 | 3,800.1 |

**Management Services
Personal Services Information**

| Authorized Positions | | | Personal Services Costs | |
|----------------------|------------------------------|--------------------|----------------------------------|------------------|
| | FY2013 Management Plan | FY2014 Governor | | |
| Full-time | 34 | 34 | Annual Salaries | 2,091,077 |
| Part-time | 1 | 1 | Premium Pay | 0 |
| Nonpermanent | 1 | 1 | Annual Benefits | 1,291,642 |
| | | | <i>Less 4.31% Vacancy Factor</i> | <i>(145,819)</i> |
| | | | Lump Sum Premium Pay | 0 |
| Totals | 36 | 36 | Total Personal Services | 3,236,900 |

Position Classification Summary

| Job Class Title | Anchorage | Fairbanks | Juneau | Others | Total |
|-----------------------------|-----------|-----------|-----------|----------|-----------|
| Accountant II | 0 | 0 | 2 | 0 | 2 |
| Accountant III | 0 | 0 | 1 | 0 | 1 |
| Accountant IV | 0 | 0 | 2 | 0 | 2 |
| Accountant V | 0 | 0 | 1 | 0 | 1 |
| Accounting Clerk | 0 | 0 | 3 | 0 | 3 |
| Accounting Tech I | 0 | 0 | 5 | 0 | 5 |
| Accounting Tech III | 0 | 0 | 6 | 0 | 6 |
| Administrative Assistant II | 0 | 0 | 1 | 0 | 1 |
| Administrative Officer II | 0 | 0 | 1 | 0 | 1 |
| Budget Analyst III | 0 | 0 | 1 | 0 | 1 |
| Budget Manager | 0 | 0 | 1 | 0 | 1 |
| Division Director | 0 | 0 | 1 | 0 | 1 |
| Division Operations Manager | 0 | 0 | 1 | 0 | 1 |
| Mail Svcs Courier | 1 | 0 | 1 | 0 | 2 |
| Office Assistant II | 1 | 0 | 0 | 0 | 1 |
| Procurement Spec II | 1 | 0 | 1 | 0 | 2 |
| Procurement Spec III | 0 | 0 | 0 | 1 | 1 |
| Procurement Spec IV | 0 | 0 | 1 | 0 | 1 |
| Student Intern II | 0 | 0 | 1 | 0 | 1 |
| Supply Technician I | 1 | 0 | 0 | 0 | 1 |
| Supply Technician II | 0 | 0 | 1 | 0 | 1 |
| Totals | 4 | 0 | 31 | 1 | 36 |

Component Detail All Funds
Department of Labor and Workforce Development

Component: Management Services (AR28140) (335)

RDU: Administrative Services (109)

| | FY2012 Actuals | FY2013 Conference Committee | FY2013 Authorized | FY2013 Management Plan | FY2014 Governor | FY2013 Management Plan vs FY2014 Governor | |
|-----------------------------------|----------------|-----------------------------|-------------------|------------------------|-----------------|---|--------------|
| 71000 Personal Services | 2,724.7 | 3,236.2 | 3,236.2 | 3,236.2 | 3,236.9 | 0.7 | 0.0% |
| 72000 Travel | 14.6 | 12.5 | 12.5 | 12.5 | 12.5 | 0.0 | 0.0% |
| 73000 Services | 290.0 | 419.0 | 419.0 | 419.0 | 484.0 | 65.0 | 15.5% |
| 74000 Commodities | 54.5 | 56.7 | 56.7 | 56.7 | 56.7 | 0.0 | 0.0% |
| 75000 Capital Outlay | 0.0 | 10.0 | 10.0 | 10.0 | 10.0 | 0.0 | 0.0% |
| 77000 Grants, Benefits | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0% |
| 78000 Miscellaneous | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0% |
| Totals | 3,083.8 | 3,734.4 | 3,734.4 | 3,734.4 | 3,800.1 | 65.7 | 1.8% |
| Fund Sources: | | | | | | | |
| 1002 Fed Rcpts (Other) | 2,208.1 | 2,407.6 | 2,407.6 | 2,407.6 | 2,408.1 | 0.5 | 0.0% |
| 1003 G/F Match (UGF) | 193.8 | 211.6 | 211.6 | 211.6 | 211.6 | 0.0 | 0.0% |
| 1004 Gen Fund (UGF) | 0.0 | 0.0 | 0.0 | 0.0 | 65.0 | 65.0 | 100.0% |
| 1007 I/A Rcpts (Other) | 681.9 | 1,115.2 | 1,115.2 | 1,115.2 | 1,115.4 | 0.2 | 0.0% |
| Unrestricted General (UGF) | 193.8 | 211.6 | 211.6 | 211.6 | 276.6 | 65.0 | 30.7% |
| Designated General (DGF) | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0% |
| Other Funds | 681.9 | 1,115.2 | 1,115.2 | 1,115.2 | 1,115.4 | 0.2 | 0.0% |
| Federal Funds | 2,208.1 | 2,407.6 | 2,407.6 | 2,407.6 | 2,408.1 | 0.5 | 0.0% |
| Positions: | | | | | | | |
| Permanent Full Time | 34 | 34 | 34 | 34 | 34 | 0 | 0.0% |
| Permanent Part Time | 1 | 1 | 1 | 1 | 1 | 0 | 0.0% |
| Non Permanent | 1 | 1 | 1 | 1 | 1 | 0 | 0.0% |

Change Record Detail - Multiple Scenarios With Descriptions
Department of Labor and Workforce Development

Component: Management Services (335)
RDU: Administrative Services (109)

| Scenario/Change Record Title | Trans Type | Totals | Personal Services | Travel | Services | Commodities | Capital Outlay | Grants, Benefits | Miscellaneous | Positions | | NP |
|---|------------|----------------|-------------------|-------------|--------------|-------------|----------------|------------------|---------------|-----------|----------|----------|
| | | | | | | | | | | PFT | PPT | |
| ***** Changes From FY2013 Conference Committee To FY2013 Authorized ***** | | | | | | | | | | | | |
| FY2013 Conference Committee | | | | | | | | | | | | |
| | ConfCom | 3,734.4 | 3,236.2 | 12.5 | 419.0 | 56.7 | 10.0 | 0.0 | 0.0 | 34 | 1 | 1 |
| 1002 Fed Rcpts | | 2,407.6 | | | | | | | | | | |
| 1003 G/F Match | | 211.6 | | | | | | | | | | |
| 1007 I/A Rcpts | | 1,115.2 | | | | | | | | | | |
| Subtotal | | 3,734.4 | 3,236.2 | 12.5 | 419.0 | 56.7 | 10.0 | 0.0 | 0.0 | 34 | 1 | 1 |
| ***** Changes From FY2013 Authorized To FY2013 Management Plan ***** | | | | | | | | | | | | |
| Subtotal | | 3,734.4 | 3,236.2 | 12.5 | 419.0 | 56.7 | 10.0 | 0.0 | 0.0 | 34 | 1 | 1 |
| ***** Changes From FY2013 Management Plan To FY2014 Governor ***** | | | | | | | | | | | | |
| FY2014 Salary and Health Insurance Increases | | | | | | | | | | | | |
| | SalAdj | 0.7 | 0.7 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0 | 0 | 0 |
| 1002 Fed Rcpts | | 0.5 | | | | | | | | | | |
| 1007 I/A Rcpts | | 0.2 | | | | | | | | | | |
| FY2014 Salary and Health Insurance increase : \$0.7 | | | | | | | | | | | | |
| FY2014 Health Insurance increase of \$59.00 per month per employee - from \$1,330 to \$1,389 per month Non-covered: \$0.7 | | | | | | | | | | | | |
| Department of Administration Core Services Rates | | | | | | | | | | | | |
| | Inc | 65.0 | 0.0 | 0.0 | 65.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0 | 0 | 0 |
| 1004 Gen Fund | | 65.0 | | | | | | | | | | |
| Rates for core services provided by the Department of Administration, including Risk Management, Personnel, Information Technology Services, and Public Building Fund, are estimated to be \$7.2 million higher in FY2014. Funding in the amount of \$4 million is being provided to departments. | | | | | | | | | | | | |
| Totals | | 3,800.1 | 3,236.9 | 12.5 | 484.0 | 56.7 | 10.0 | 0.0 | 0.0 | 34 | 1 | 1 |

Personal Services Expenditure Detail
Department of Labor and Workforce Development

Scenario: FY2014 Governor (10289)
Component: Management Services (335)
RDU: Administrative Services (109)

| PCN | Job Class Title | Time Status | Retire Code | Barg Unit | Location | Salary Sched | Range / Step | Comp Months | Split / Count | Annual Salaries | COLA | Premium Pay | Annual Benefits | Total Costs | GF Amount |
|---------|-----------------------------|-------------|-------------|-----------|-----------|--------------|--------------|-------------|---------------|-----------------|------|-------------|-----------------|-------------|-----------|
| 07-?004 | Student Intern II | NP | N | EE | Juneau | NAA | 7A | 4.0 | | 9,536 | 0 | 0 | 1,016 | 10,552 | 612 |
| 07-1101 | Division Director | FT | A | XE | Juneau | NAA | 27L / M | 12.0 | | 136,091 | 0 | 0 | 62,914 | 199,005 | 11,542 |
| 07-1105 | Accounting Tech I | FT | A | GP | Juneau | 205 | 12B / C | 12.0 | | 40,776 | 0 | 0 | 30,878 | 71,654 | 4,156 |
| 07-1106 | Supply Technician I | FT | A | GP | Anchorage | 200 | 10G / J | 12.0 | | 39,435 | 0 | 0 | 30,409 | 69,844 | 4,051 |
| 07-1107 | Procurement Spec IV | FT | A | SS | Juneau | 205 | 20A / B | 12.0 | | 71,244 | 0 | 0 | 41,032 | 112,276 | 6,512 |
| 07-1108 | Supply Technician II | FT | A | GP | Juneau | 205 | 12J / K | 12.0 | | 50,304 | 0 | 0 | 34,212 | 84,516 | 4,902 |
| 07-1201 | Division Operations Manager | FT | A | SS | Juneau | 205 | 24J | 12.0 | | 110,376 | 0 | 0 | 54,725 | 165,101 | 9,576 |
| 07-1202 | Accounting Clerk | FT | A | GP | Juneau | 205 | 10B / C | 12.0 | | 36,168 | 0 | 0 | 29,265 | 65,433 | 3,795 |
| 07-1203 | Accounting Tech III | FT | A | SS | Juneau | 205 | 16F | 12.0 | | 62,232 | 0 | 0 | 37,879 | 100,111 | 5,806 |
| 07-1204 | Office Assistant II | FT | A | GP | Anchorage | 200 | 10E / F | 12.0 | | 36,882 | 0 | 0 | 29,515 | 66,397 | 3,851 |
| 07-1205 | Budget Manager | FT | A | SS | Juneau | 205 | 22D / E | 12.0 | | 89,582 | 0 | 0 | 47,449 | 137,031 | 7,948 |
| 07-1209 | Accounting Tech III | FT | A | GP | Juneau | 205 | 16B / C | 12.0 | | 52,408 | 0 | 0 | 34,948 | 87,356 | 5,067 |
| 07-1211 | Accounting Tech III | FT | A | GP | Juneau | 205 | 16B / C | 12.0 | | 52,478 | 0 | 0 | 34,972 | 87,450 | 5,072 |
| 07-1213 | Accounting Tech III | FT | A | GP | Juneau | 205 | 16D / E | 12.0 | | 56,119 | 0 | 0 | 36,246 | 92,365 | 5,357 |
| 07-1216 | Accounting Tech III | FT | A | GP | Juneau | 205 | 16M / N | 12.0 | | 72,963 | 0 | 0 | 42,140 | 115,103 | 6,676 |
| 07-1218 | Accountant III | FT | A | SS | Juneau | 205 | 18A / B | 12.0 | | 62,232 | 0 | 0 | 37,879 | 100,111 | 5,806 |
| 07-1221 | Accountant IV | FT | A | SS | Juneau | 205 | 20E / F | 12.0 | | 81,226 | 0 | 0 | 44,525 | 125,751 | 7,294 |
| 07-1222 | Accountant IV | FT | A | GP | Juneau | 205 | 20A / B | 12.0 | | 68,250 | 0 | 0 | 40,491 | 108,741 | 6,307 |
| 07-1223 | Accounting Tech I | FT | A | GP | Juneau | 205 | 12F / G | 12.0 | | 46,524 | 0 | 0 | 32,889 | 79,413 | 4,606 |
| 07-1224 | Accounting Tech I | FT | A | GP | Juneau | 205 | 12C / D | 12.0 | | 42,036 | 0 | 0 | 31,319 | 73,355 | 4,255 |
| 07-1225 | Accountant II | FT | A | GP | Juneau | 205 | 16F / G | 12.0 | | 59,714 | 0 | 0 | 37,504 | 97,218 | 5,639 |
| 07-1226 | Procurement Spec II | FT | A | SS | Juneau | 205 | 16B / C | 12.0 | | 54,528 | 0 | 0 | 35,183 | 89,711 | 5,203 |
| 07-1401 | Procurement Spec III | PT | A | GP | Wasilla | 200 | 18L / M | 6.4 | | 41,515 | 0 | 0 | 18,956 | 60,471 | 3,507 |
| 07-1404 | Mail Svcs Courier | FT | A | GP | Anchorage | 200 | 9F / G | 12.0 | | 35,979 | 0 | 0 | 29,199 | 65,178 | 3,780 |
| 07-1405 | Procurement Spec II | FT | A | SS | Anchorage | 200 | 16L / M | 12.0 | | 68,664 | 0 | 0 | 40,130 | 108,794 | 6,310 |
| 07-1509 | Mail Svcs Courier | FT | A | GP | Juneau | 205 | 9E / F | 12.0 | | 36,756 | 0 | 0 | 29,471 | 66,227 | 3,841 |
| 07-1513 | Accounting Clerk | FT | A | GP | Juneau | 205 | 10D / E | 12.0 | | 37,595 | 0 | 0 | 29,765 | 67,360 | 3,907 |
| 07-1515 | Administrative Officer II | FT | A | SS | Juneau | 205 | 19J | 12.0 | | 79,020 | 0 | 0 | 43,753 | 122,773 | 7,121 |
| 07-1710 | Accounting Tech III | FT | A | SS | Juneau | 205 | 16M / N | 12.0 | | 74,808 | 0 | 0 | 42,279 | 117,087 | 6,791 |
| 07-5196 | Administrative Assistant II | FT | A | GP | Juneau | 205 | 14B / C | 12.0 | | 45,826 | 0 | 0 | 32,645 | 78,471 | 4,551 |
| 07-6034 | Budget Analyst III | FT | A | GP | Juneau | 205 | 19B / C | 12.0 | | 65,196 | 0 | 0 | 39,422 | 104,618 | 6,068 |
| 08-0475 | Accounting Tech I | FT | A | GP | Juneau | 205 | 12D / E | 12.0 | | 42,098 | 0 | 0 | 31,340 | 73,438 | 4,259 |
| 21-2007 | Accountant II | FT | A | GP | Juneau | 205 | 16D / E | 12.0 | | 55,864 | 0 | 0 | 36,157 | 92,021 | 5,337 |
| 21-2034 | Accounting Clerk | FT | A | GP | Juneau | 205 | 10G | 12.0 | | 40,776 | 0 | 0 | 30,878 | 71,654 | 4,156 |
| 21-2046 | Accountant V | FT | A | SS | Juneau | 205 | 22J | 12.0 | | 96,420 | 0 | 0 | 49,841 | 146,261 | 8,483 |
| 21-2048 | Accounting Tech I | FT | A | GP | Juneau | 205 | 12A / B | 12.0 | | 39,456 | 0 | 0 | 30,416 | 69,872 | 4,053 |

Note: If a position is split, an asterisk (*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (**) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

Personal Services Expenditure Detail
Department of Labor and Workforce Development

Scenario: FY2014 Governor (10289)
Component: Management Services (335)
RDU: Administrative Services (109)

| PCN | Job Class Title | Time Status | Retire Code | Barg Unit | Location | Salary Sched | Range / Step | Comp Months | Split / Count | Annual Salaries | COLA | Premium Pay | Annual Benefits | Total Costs | GF Amount |
|-----|---------------------------------|------------------------|-------------|----------------|----------|--------------|--------------|-------------|---------------|-----------------|------|-------------|-----------------|---|-----------|
| | | Total Positions | New | Deleted | | | | | | | | | | Total Salary Costs: | 2,091,077 |
| | | | | | | | | | | | | | | Total COLA: | 0 |
| | Full Time Positions: | 34 | 0 | 0 | | | | | | | | | | Total Premium Pay: | 0 |
| | Part Time Positions: | 1 | 0 | 0 | | | | | | | | | | Total Benefits: | 1,291,642 |
| | Non Permanent Positions: | 1 | 0 | 0 | | | | | | | | | | | |
| | Positions in Component: | 36 | 0 | 0 | | | | | | | | | | | |
| | Total Component Months: | 418.4 | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | Total Pre-Vacancy: | 3,382,719 |
| | | | | | | | | | | | | | | Minus Vacancy Adjustment of 4.31%: | (145,819) |
| | | | | | | | | | | | | | | Total Post-Vacancy: | 3,236,900 |
| | | | | | | | | | | | | | | Plus Lump Sum Premium Pay: | 0 |
| | | | | | | | | | | | | | | Personal Services Line 100: | 3,236,900 |

| PCN Funding Sources: | Pre-Vacancy | Post-Vacancy | Percent |
|-----------------------------|--------------------|---------------------|----------------|
| 1002 Federal Receipts | 2,364,521 | 2,262,593 | 69.90% |
| 1003 General Fund Match | 196,198 | 187,740 | 5.80% |
| 1007 Interagency Receipts | 822,001 | 786,567 | 24.30% |
| Total PCN Funding: | 3,382,719 | 3,236,900 | 100.00% |

Note: If a position is split, an asterisk (*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (**) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

Line Item Detail
Department of Labor and Workforce Development
Travel

Component: Management Services (335)
RDU: Administrative Services (109)

| Line Number | Line Name | FY2012 Actuals | FY2013 Management Plan | FY2014 Governor |
|-------------|-----------|----------------|------------------------|-----------------|
| 72000 | Travel | 14.6 | 12.5 | 12.5 |

| Expenditure Account | Servicing Agency | Explanation | FY2012 Actuals | FY2013 Management Plan | FY2014 Governor |
|-----------------------------------|--------------------------------|---|----------------|------------------------|-----------------|
| 72000 Travel Detail Totals | | | 14.6 | 12.5 | 12.5 |
| 72110 | Employee Travel (Instate) | Management Services staff travel throughout the state to provide training, review inventory, inspect facilities, perform audits, and perform special surveys and studies. | 14.1 | 10.0 | 10.0 |
| 72410 | Employee Travel (Out of state) | Management Services staff travel to federal grant administration and reporting trainings not available in Alaska. | 0.5 | 2.4 | 2.4 |
| 72900 | Other Travel Costs | Cash advance fees | 0.0 | 0.1 | 0.1 |

Line Item Detail
Department of Labor and Workforce Development
Services

Component: Management Services (335)

RDU: Administrative Services (109)

| Line Number | Line Name | | | FY2012 Actuals | FY2013 Management Plan | FY2014 Governor |
|-------------------------------------|-----------------------|----------------------|--|----------------|------------------------|-----------------|
| 73000 | Services | | | 290.0 | 419.0 | 484.0 |
| Expenditure Account | Servicing Agency | Explanation | | FY2012 Actuals | FY2013 Management Plan | FY2014 Governor |
| 73000 Services Detail Totals | | | | 290.0 | 419.0 | 484.0 |
| 73025 | | Education Services | Training tuition and fees, and conference registrations | 4.4 | 5.0 | 5.0 |
| 73154 | Admin | Software Licensing | Software licensing fee chargeback (I/A transfer to DOA) | 6.8 | 7.4 | 7.4 |
| 73155 | | Software Maintenance | Maintenance costs for program-specific software | 0.4 | 0.4 | 0.4 |
| 73156 | | Telecommunication | Long distance, cellular phone and data network service charges | 4.5 | 4.5 | 4.5 |
| 73225 | | Delivery Services | Freight and express charges for shipping files, and courier service for sending documents between offices. | 10.3 | 6.9 | 6.9 |
| 73254 | Data Processing | Dp Operations Alloc | Allocation for Data Processing network and supportive services (I/A transfer to Data Processing) | 57.0 | 58.3 | 58.3 |
| 73421 | State Equipment Fleet | Sef Fuel A87 Allowed | State equipment fleet fuel services (I/A transfer to DOT/PF) | 3.4 | 3.4 | 3.4 |
| 73423 | State Equipment Fleet | Sef Oper A87 Allowed | State equipment fleet fixed cost services (I/A transfer to DOT/PF) | 2.6 | 2.6 | 2.6 |
| 73424 | State Equipment Fleet | Sef Svc/Prt A87 Alwd | State equipment fleet maintenance and repair services (I/A transfer to DOT/PF) | 0.4 | 0.4 | 0.4 |
| 73428 | State Equipment Fleet | Sef F/C A87 Allowed | State equipment fleet fixed cost services for equipment replacement - portion A87 allowable (I/A transfer to DOT/PF) | 6.4 | 6.4 | 6.4 |
| 73429 | State Equipment Fleet | Sef F/C A87 Unallowd | State equipment fleet fixed cost services for equipment replacement - portion A87 unallowable (I/A transfer to DOT/PF) | 1.4 | 1.4 | 1.4 |
| 73450 | | Advertising & Promos | One-time advertising costs for recruitment activity | 0.7 | 0.0 | 0.0 |
| 73525 | | Utilities | Public utility services including electricity for the storage annex, heating oil and records disposal | 2.9 | 2.9 | 2.9 |
| 73650 | | Struc/Infstruct/Land | Building repair and maintenance, and room and space rentals | 31.8 | 31.8 | 31.8 |

Line Item Detail
Department of Labor and Workforce Development
Services

Component: Management Services (335)

RDU: Administrative Services (109)

| Expenditure Account | Servicing Agency | Explanation | FY2012 Actuals | FY2013 Management Plan | FY2014 Governor |
|-------------------------------------|--------------------------------|--|----------------|---------------------------|-----------------|
| 73000 Services Detail Totals | | | 290.0 | 419.0 | 484.0 |
| 73675 | Equipment/Machinery | Office equipment repair and maintenance, and rentals/leases | 2.3 | 10.8 | 10.8 |
| 73750 | Other Services (Non IA Svcs) | Miscellaneous professional services expenses such as printing of publications or program management and consulting services | 1.9 | 2.0 | 63.0 |
| 73750 | Other Services (Non IA Svcs) | Services authority for purposes yet to be determined | 0.0 | 63.0 | 2.0 |
| 73750 | Other Services (Non IA Svcs) | The FY2014 figure provided is related to a DOA chargeback increment for which the expenditure detail distribution is yet to be determined. | 0.0 | 0.0 | 65.0 |
| 73804 | Economic/Development (IA Svcs) | Employment and Training Services Americans with Disabilities Act (ADA) department coordinator (I/A transfer to Business Services) | 3.7 | 0.0 | 0.0 |
| 73805 | IT-Non-Telecommunication | Admin Computer services Enterprise Productivity Rates (EPR) chargeback (I/A transfer to DOA) | 23.4 | 24.8 | 24.8 |
| 73806 | IT-Telecommunication | Admin Telecommunications Enterprise Productivity Rates (EPR) and Private Branch Exchange (PBX) chargeback (I/A transfer to DOA) | 54.7 | 55.0 | 55.0 |
| 73809 | Mail | Admin Centralized mail services chargeback (I/A transfer to DOA) | 9.1 | 4.8 | 4.8 |
| 73810 | Human Resources | Admin Human resource services chargeback (I/A transfer to DOA) | 0.0 | 22.3 | 22.3 |
| 73811 | Building Leases | Admin Building leases chargeback (I/A transfer to DOA) | 55.6 | 98.4 | 98.4 |
| 73813 | Auditing | Admin Auditing services chargeback (I/A transfer to DOA) | 1.3 | 1.3 | 1.3 |
| 73814 | Insurance | Admin Risk management services chargeback (I/A transfer to DOA) | 2.5 | 2.3 | 2.3 |
| 73815 | Financial | Admin State payroll and accounting system chargeback (I/A transfer to DOA) | 1.9 | 2.0 | 2.0 |
| 73816 | ADA Compliance | Admin Americans with Disabilities Act chargeback (I/A transfer to DOA) | 0.4 | 0.4 | 0.4 |
| 73819 | Commission Sales (IA Svcs) | Admin State Travel Office (I/A transfer to DOA) | 0.2 | 0.5 | 0.5 |

Line Item Detail
Department of Labor and Workforce Development
Commodities

Component: Management Services (335)
RDU: Administrative Services (109)

| Line Number | Line Name | | FY2012 Actuals | FY2013 Management Plan | FY2014 Governor |
|--|----------------------------------|---|----------------|------------------------|-----------------|
| 74000 | Commodities | | 54.5 | 56.7 | 56.7 |
| Expenditure Account | Servicing Agency | Explanation | FY2012 Actuals | FY2013 Management Plan | FY2014 Governor |
| 74000 Commodities Detail Totals | | | 54.5 | 56.7 | 56.7 |
| 74200 | Business | Training materials, office equipment and furniture, personal computers, and miscellaneous office supplies | 54.2 | 56.7 | 56.7 |
| 74600 | Safety (Commodities) | Fire suppression supplies | 0.2 | 0.0 | 0.0 |
| 74650 | Repair/Maintenance (Commodities) | Small tools and minor equipment for office equipment repair and maintenance | 0.1 | 0.0 | 0.0 |

Line Item Detail
Department of Labor and Workforce Development
Capital Outlay

Component: Management Services (335)
RDU: Administrative Services (109)

| Line Number | Line Name | | FY2012 Actuals | FY2013 Management Plan | FY2014 Governor |
|---|------------------|--|----------------|------------------------|-----------------|
| 75000 | Capital Outlay | | 0.0 | 10.0 | 10.0 |
| Expenditure Account | Servicing Agency | Explanation | FY2012 Actuals | FY2013 Management Plan | FY2014 Governor |
| 75000 Capital Outlay Detail Totals | | | 0.0 | 10.0 | 10.0 |
| 75700 | Equipment | Capitalized office equipment purchases | 0.0 | 10.0 | 10.0 |

Restricted Revenue Detail
Department of Labor and Workforce Development

Component: Management Services (335)
RDU: Administrative Services (109)

| Master Account | Revenue Description | FY2012 Actuals | FY2013 Management Plan | FY2014 Governor |
|-----------------------|----------------------------|-----------------------|-------------------------------|------------------------|
| 51010 | Federal Receipts | 2,208.1 | 2,407.6 | 2,408.1 |

| Detail Information | | | | | FY2012 Actuals | FY2013 Management Plan | FY2014 Governor |
|---------------------------|----------------------------|------------------|-------------------------|-------------------|-----------------------|-------------------------------|------------------------|
| Revenue Amount | Revenue Description | Component | Collocation Code | AKSAS Fund | | | |
| 57115 | Fed Indirect Recovery | | 07142500 | 11100 | 2,208.1 | 2,407.6 | 2,408.1 |

The Management Services component is primarily funded by an annual federally-approved Indirect Cost Plan. Under this plan, the federal government funds a percentage of component expenditures equal to the percentage of federally-funded personal services within the department. Other fund sources provide the remainder.

Restricted Revenue Detail
Department of Labor and Workforce Development

Component: Management Services (335)
RDU: Administrative Services (109)

| Master Account | Revenue Description | FY2012 Actuals | FY2013 Management Plan | FY2014 Governor |
|-----------------------|----------------------------|-----------------------|-------------------------------|------------------------|
| 51015 | Interagency Receipts | 681.9 | 1,115.2 | 1,115.4 |

Detail Information

| Revenue Amount | Revenue Description | Component | Collocation Code | AKSAS Fund | FY2012 Actuals | FY2013 Management Plan | FY2014 Governor |
|-----------------------|----------------------------|------------------|-------------------------|-------------------|-----------------------|-------------------------------|------------------------|
| 59070 | Labor | Department-wide | 07141500 | 11100 | 681.9 | 1,115.2 | 1,115.4 |

The Management Services component is primarily funded by an annual federally-approved Indirect Cost Plan. Under this plan, the federal government funds a percentage of component expenditures equal to the percentage of federally-funded personal services within the department. Other fund sources provide the remainder.

Inter-Agency Services
Department of Labor and Workforce Development

Component: Management Services (335)
RDU: Administrative Services (109)

| Expenditure Account | Service Description | Service Type | Servicing Agency | FY2012 Actuals | FY2013 | |
|---|--------------------------------|--|---|----------------|-----------------|-----------------|
| | | | | | Management Plan | FY2014 Governor |
| 73154 | Software Licensing | Software licensing fee chargeback (I/A transfer to DOA) | Inter-dept Admin | 6.8 | 7.4 | 7.4 |
| 73154 Software Licensing subtotal: | | | | 6.8 | 7.4 | 7.4 |
| 73254 | Dp Operations Alloc | Allocation for Data Processing network and supportive services (I/A transfer to Data Processing) | Intra-dept Data Processing | 57.0 | 58.3 | 58.3 |
| 73254 Dp Operations Alloc subtotal: | | | | 57.0 | 58.3 | 58.3 |
| 73421 | Sef Fuel A87 Allowed | State equipment fleet fuel services (I/A transfer to DOT/PF) | Inter-dept State Equipment Fleet | 3.4 | 3.4 | 3.4 |
| 73421 Sef Fuel A87 Allowed subtotal: | | | | 3.4 | 3.4 | 3.4 |
| 73423 | Sef Oper A87 Allowed | State equipment fleet fixed cost services (I/A transfer to DOT/PF) | Inter-dept State Equipment Fleet | 2.6 | 2.6 | 2.6 |
| 73423 Sef Oper A87 Allowed subtotal: | | | | 2.6 | 2.6 | 2.6 |
| 73424 | Sef Svc/Prt A87 Alwd | State equipment fleet maintenance and repair services (I/A transfer to DOT/PF) | Inter-dept State Equipment Fleet | 0.4 | 0.4 | 0.4 |
| 73424 Sef Svc/Prt A87 Alwd subtotal: | | | | 0.4 | 0.4 | 0.4 |
| 73428 | Sef F/C A87 Allowed | State equipment fleet fixed cost services for equipment replacement - portion A87 allowable (I/A transfer to DOT/PF) | Inter-dept State Equipment Fleet | 6.4 | 6.4 | 6.4 |
| 73428 Sef F/C A87 Allowed subtotal: | | | | 6.4 | 6.4 | 6.4 |
| 73429 | Sef F/C A87 Unallowd | State equipment fleet fixed cost services for equipment replacement - portion A87 unallowable (I/A transfer to DOT/PF) | Inter-dept State Equipment Fleet | 1.4 | 1.4 | 1.4 |
| 73429 Sef F/C A87 Unallowd subtotal: | | | | 1.4 | 1.4 | 1.4 |
| 73750 | Other Services (Non IA Svcs) | The FY2014 figure provided is related to a DOA chargeback increment for which the expenditure detail distribution is yet to be determined. | Inter-dept | 0.0 | 0.0 | 65.0 |
| 73750 Other Services (Non IA Svcs) subtotal: | | | | 0.0 | 0.0 | 65.0 |
| 73804 | Economic/Development (IA Svcs) | Americans with Disabilities Act (ADA) department coordinator (I/A transfer to Business Services) | Intra-dept Employment and Training Services | 3.7 | 0.0 | 0.0 |
| 73804 Economic/Development (IA Svcs) subtotal: | | | | 3.7 | 0.0 | 0.0 |
| 73805 | IT-Non-Telecommunication | Computer services Enterprise Productivity Rates (EPR) chargeback (I/A transfer to DOA) | Inter-dept Admin | 23.4 | 24.8 | 24.8 |
| 73805 IT-Non-Telecommunication subtotal: | | | | 23.4 | 24.8 | 24.8 |
| 73806 | IT-Telecommunication | Telecommunications Enterprise Productivity Rates (EPR) and Private Branch Exchange (PBX) chargeback (I/A transfer to DOA) | Inter-dept Admin | 54.7 | 55.0 | 55.0 |
| 73806 IT-Telecommunication subtotal: | | | | 54.7 | 55.0 | 55.0 |
| 73809 | Mail | Centralized mail services chargeback (I/A transfer to DOA) | Inter-dept Admin | 9.1 | 4.8 | 4.8 |
| 73809 Mail subtotal: | | | | 9.1 | 4.8 | 4.8 |
| 73810 | Human Resources | Human resource services chargeback (I/A transfer to DOA) | Inter-dept Admin | 0.0 | 22.3 | 22.3 |

Inter-Agency Services
Department of Labor and Workforce Development

Component: Management Services (335)
RDU: Administrative Services (109)

| Expenditure Account | Service Description | Service Type | Servicing Agency | FY2012 Actuals | FY2013 | |
|---|----------------------------|--|------------------|----------------|-----------------|-----------------|
| | | | | | Management Plan | FY2014 Governor |
| 73810 Human Resources subtotal: | | | | 0.0 | 22.3 | 22.3 |
| 73811 | Building Leases | Building leases chargeback (I/A transfer to DOA) | Inter-dept Admin | 55.6 | 98.4 | 98.4 |
| 73811 Building Leases subtotal: | | | | 55.6 | 98.4 | 98.4 |
| 73813 | Auditing | Auditing services chargeback (I/A transfer to DOA) | Inter-dept Admin | 1.3 | 1.3 | 1.3 |
| 73813 Auditing subtotal: | | | | 1.3 | 1.3 | 1.3 |
| 73814 | Insurance | Risk management services chargeback (I/A transfer to DOA) | Inter-dept Admin | 2.5 | 2.3 | 2.3 |
| 73814 Insurance subtotal: | | | | 2.5 | 2.3 | 2.3 |
| 73815 | Financial | State payroll and accounting system chargeback (I/A transfer to DOA) | Inter-dept Admin | 1.9 | 2.0 | 2.0 |
| 73815 Financial subtotal: | | | | 1.9 | 2.0 | 2.0 |
| 73816 | ADA Compliance | Americans with Disabilities Act chargeback (I/A transfer to DOA) | Inter-dept Admin | 0.4 | 0.4 | 0.4 |
| 73816 ADA Compliance subtotal: | | | | 0.4 | 0.4 | 0.4 |
| 73819 | Commission Sales (IA Svcs) | State Travel Office (I/A transfer to DOA) | Inter-dept Admin | 0.2 | 0.5 | 0.5 |
| 73819 Commission Sales (IA Svcs) subtotal: | | | | 0.2 | 0.5 | 0.5 |
| Management Services total: | | | | 230.8 | 291.7 | 356.7 |
| Grand Total: | | | | 230.8 | 291.7 | 356.7 |